

**APPLY IN PERSON:**

Employment Information Center (M-W-F ONLY)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A,  
San Diego, CA 92101

**INTERNET:** [www.sandiego.gov/empopp](http://www.sandiego.gov/empopp)

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107  
**24 Hour JOBLINE:** (619) 682-1011

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
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**#T2488 HOMELAND SECURITY COORDINATOR  
MONTHLY SALARY: \$4773 to \$5769**

**APPLICATION FILING PERIOD: FIRST DATE:** July 15, 2005

**\*LAST DATE:** September 9, 2005

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

**EDUCATION:**

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter). **You must submit proof of degree with your application.**

- AND -

**EXPERIENCE:**

Three years of full-time experience performing **professional-level** all-hazard emergency preparedness, emergency management, operations management; multi-discipline or multi-jurisdictional planning; staffing or operating an emergency operations center; coordinating or managing homeland security or emergency management exercises; coordinating or delivering emergency services; developing cooperative agreements between emergency services entities; preparing and/or conducting training of emergency service providers; working with, training stakeholders in, or implementing incident command systems; or professional-level civil defense work. At least one year of qualifying experience must have been performed in a **government** agency in California.

**NOTES:**

1. Demonstrated experience in the following areas is **highly desirable**.
  - Disaster recovery, The Stafford Act, PL 93-288 as amended, and administration of the Public Assistance Program or the Individual Assistance Program
  - Administration of the Hazard Mitigation Grant Program, Part 404, Part 406 or Pre-Disaster Mitigation 2000
  - Business continuity planning for large and complex organizations
  - Developing cooperative agreements between emergency services entities or jurisdictions
  - Coordinating or managing emergency management or homeland security exercises
2. Coursework in emergency management logistics, emergency or contingency planning, homeland security, hazardous materials, incident command system, fire science, law enforcement, or a closely-related field is highly desirable. **Attach proof of completion of these courses, if applicable.**
3. Additional qualifying experience may be substituted for education lacked on a year-for-year basis. [one year of qualifying experience equals one year (30 semester/45 quarter units) of education.]
4. A Master's degree in Public or Business Administration; Finance; Economics; Management; Industrial Engineering or Psychology; or a **closely related** field of study may be substituted for a maximum of one year of the required experience. It may not substitute for any of the required government agency experience.
5. Retail shopping mall/private security-related experience alone is NOT QUALIFYING.

**DUTIES:** Duties include the following: coordinate interdepartmental, multi-discipline and multi-jurisdictional all-hazard and Homeland Security (HLS) planning activities; maintain the City's Emergency Operations Center (EOC) and associated equipment in a state of readiness; serve as a resource to City staff in the EOC during activations and exercises; serve as an HLS subject matter expert to other City departments; represent the City on numerous local HLS work groups; collaborate with other public and private HLS disaster response and recovery stakeholders; participate in the development and execution of HLS exercises; participate in the development and delivery of National Incident Management System (NIMS) and EOC operations training to City and outside agency staff who work in the EOC during emergencies. Homeland Security Coordinators function as the City's contact person for other agencies in the San Diego Urban Area (includes the County of San Diego and the 18 incorporated cities) in analyzing current legislation, protocols, policies and procedures associated with the City's Emergency Operations Plan and other plans that are site specific (e.g. PETCO Emergency Operations Guide, SDG&E Unscheduled Power Outage, Dams, Harbor, etc.); draft revisions to insure continued compatibility with applicable rules, regulations and legislation to maintain operations efficiency; prepare EOC operations manuals, position descriptions, checklists, protocols, required reports prepare required reports and other related documents such as After-Action Reports; represent the City on Homeland Security/Preparedness committees, such as the Unified Disaster Council, Special Events and other committees; develop and present all levels of Standardized Emergency Management System (SEMS) training; serve on the County committee to rewrite the Emergency Operations Plan for Terrorism; serve as backup administrator for E-Team (crisis management software); assist in the development and maintenance of emergency operations plans, NIMS integration, administration of the hazard mitigation program and disaster recovery program (following disasters); develop and manage the Homeland Security (HLS) initiatives supported by grant funds; monitor budgeted monies from grants and make recommendations as to allocations of those funds; may lead the work of other professional, sub-professional, and/or clerical support staff; and perform other duties as assigned.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE additional copy, including two (2) copies of any attachments)** for the position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

MAS/June 4, 2004/\*Rev. 2 (08-10-05)/Senior Management Analyst (*Option Class: Homeland Security Coordinator*)/Class: 1106-H

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**